

Job Description

Job Title	Traffic Engineer				
Department	Neighborhood and Environmental Services Department	Function	Engineering		
Team	Traffic and Road Safety Engineering	Post number	S006188	Grade	LBR 10
Reports to	Principal Engineer	Post to be re-evaluated		No	
Responsible for (include people and resources)	N/A				
Purpose of Job					
<p>To be part of a group of technical staff in a Traffic and Road Safety Engineering Group to assist with delivery of Traffic, Road Safety, Active Travel and Highways Engineering Projects. To ensure achievement of the scheme programme as instructed and with the assistance of senior members of the group within agreed deadlines and budget.</p>					
Major duties and responsibilities					
<p>Fulfill a supporting role on technical issues relating to Traffic, Road Safety, Active Travel and Highways Engineering Projects. Maintain up to date knowledge of all relevant professional, trade and Council legislation that may affect your career development.</p> <p>Contribute to the Group Manager's team.</p> <p>Assist with feasibility studies and writing technical reports to obtain approval for development of projects.</p> <p>Assist with project delivery, including site surveys, traffic counts, accident analysis, preliminary design, preparing design drawings, calculations, estimates, public consultations, liaising with consultants, producing technical reports, processing traffic management orders, carrying out road safety audits, designers risk assessments and CDM (Health and Safety), setting out and monitoring and supervision of site works.</p> <p>To assist in the preparation, implementation and site supervision of the Council's Capital Traffic Calming and Management Programme and Transport for London's (Traffic Calming/Management, Crossing/Junction Improvements, Road Safety Zones – 20mph, Town Centre Improvements and Highways Improvement schemes) Safer Neighborhoods and Corridors Programme and Cycle Network and Development Programme.</p> <p>Assist with project design such that implementation of construction works complies with all aspect of Construction (Design and Management) Act, including risk assessments and asbestos identification.</p> <p>Assist in the management of projects including developing and maintaining projects timetables.</p> <p>To ensure that personally allocated project tasks are developed to time and within budget and technical parameters at the instruction of and in liaison with the Principal Engineer.</p>					

Be a member of project groups whose work relates to your individual profession/discipline.

Make suggestions to the Principal Engineer on methods and procedures to improve service delivery, quality assurance in accordance with best practice.

Major duties and responsibilities continued

Ensure compliance at the direction of the Principal Engineer with Standing Orders, contractual clauses, Highways Legislation, Codes of Practice, Design standards and Traffic Advice Leaflets.

Comply with and promote health and safety within the workplace to ensure the safety of staff, clients and others.

Be aware of the environmental impact of schemes in compliance with the Council policy and support local Agenda 21 initiatives and sustainability issues relating to construction materials.

Operate all relevant IT systems required to efficiently produce documents, manage contracts and programmes. Maintain existing office data systems using standard software applications e.g. Microsoft Word, Excel and outlook, MapInfo, AutoCAD, Sign Plot, Confirm and other relevant Traffic and Safety Engineering Programmes.

Assist Principal Engineer in preparing Cabinet Member and Key Decision reports and plans on technical matters in support of senior officers as required.

Participate in working parties.

Communicate and consult with Engineering staff, agency staff, other department Officers, consultants, clients, customers, residents, external contractors, other Authorities (Transport for London, other Local Authorities, Police, other Emergency Services, London Buses etc) and Members of the Council as appropriate to level of responsibility and assist in presentations to customers and Members relating to projects you are involved in.

To take part in the Councils' employee communication system.

Co-operate with the implementation of all existing and future personnel policies introduced by the Council.

Ensure the equalities procedures and philosophy of the Council is maintained and promoted within the work area.

Promote staff harmony and co-operation. Positively support the changing culture within the Council, communicate and interact effectively with staff to reduce stress in the workplace. Maintain a professional approach to all clients, colleagues and the public utilising tact and diplomacy at all times.

Assist with implementation of project management techniques. Comply with performance management techniques, designed and introduced by the Group Manager.

Achieve agreed performance targets at the instruction and liaison with Group Manager and Principal Engineer.

Assist with compliance relating to performance indicators (response times to residents, paying invoices etc).

To assist in producing management reports related to programming and progress of schemes and cost / budgetary control.

Maintain Continuing Professional Development (CPD) by attending internal and external courses related to Highways and Traffic related issues, Customer care and other relevant training and consider Membership of an appropriate professional organization.

Major duties and responsibilities continued

If not already done so attend college at least one day per week to undertake Level 3 BTEC National Certificate Level 3 NVQ in Civil Engineering. Further training may be provided to undertake Level 5 BTEC HNC National Certificate in Engineering.

Assist in the development of new business opportunities and initiatives within the government guidelines.

Wear personal protective equipment (PPE) or corporate clothing where this is provided.

Any other duties appropriate to this area of work and consistent with the level of post, as may from time to time are required.

To provide cover for the work of other team members in their absence as required.

Additional Information

The Council operates a non-smoking policy.

Responsibility for resources

(This includes details of any plant, equipment, vehicles, property or cash for which the postholder is financially and identifiably acceptable.)

Use of pool vehicles as appropriate

Use of mobile phone, digital camera and surveying equipment

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Person specification

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Service Area	Neighborhood and Environmental Services Department	Function	Engineering		
Team	Traffic and Road Safety Engineering	Post number	S006188	Grade	LBR 10
<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i>					
<i>Weighting: 3 = most important, 2= least important</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
<ul style="list-style-type: none"> Engaged in National Diploma or Level 3 BTEC National Certificate or Level 3 NVQ in Civil Engineering or equivalent. 				A/I	3
<ul style="list-style-type: none"> National Diploma or Level 3 BTEC National Certificate or Level 3 NVQ in Civil Engineering or equivalent. 				A/I	3
<ul style="list-style-type: none"> Level 5 BTEC Higher National Certificate or HND in Civil Engineering 				A/I	3
<ul style="list-style-type: none"> B Eng in Civil Engineering 				A/I	3
Skills/Competencies:					
Experience/Knowledge					
<ul style="list-style-type: none"> Be able to demonstrate the ability to programme, control and monitor civil engineering projects simultaneously from inception to completion. 				A/I	2
<ul style="list-style-type: none"> Have experience of being a member of a team dealing with Civil Engineering issues. 				A/I	2
<ul style="list-style-type: none"> Have basic knowledge of surveying, investigation, design, drawings and technical reporting techniques for traffic engineering schemes. 				A/I	3
<ul style="list-style-type: none"> Demonstrate competence and technical knowledge to undertake the role of an Engineer. 				I	2
<ul style="list-style-type: none"> Show some experience of dealing with contractors and knowledge of contract procedures and cost control. 				I	2
<ul style="list-style-type: none"> Aware of legislation and requirements relating to health and safety, risk assessments and Contract Design Management (CDM) within the construction industry. 				I	2
<ul style="list-style-type: none"> Computer literate with knowledge of Microsoft Office, AutoCAD and other traffic engineering software applications. 				A/I	3
Planning, organizing & achieving results					
<ul style="list-style-type: none"> Manages time and prioritizes work in an effective and productive way. 				I	3
<ul style="list-style-type: none"> Demonstrates attention to detail and accuracy thereby reducing problems and cost. 				A/I	2
<ul style="list-style-type: none"> Demonstrates willingness to undertake tasks and seek solutions to overcome problems in order to produce schemes fit for purpose. 				A/I	3

<ul style="list-style-type: none"> • Able to accept instructions and advice from senior officers in order to improve skills set and experience to improve performance delivery. <p>Analysis and Judgment</p> <ul style="list-style-type: none"> • Makes rational realistic and sound decisions based on consideration of all the facts and alternatives available. • Draws sound conclusions from information available, makes use of logic and contributes to imaginative solutions. • Seeks out relevant information for problem solving and decision-making, consulting with others as necessary on own initiative. 	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>2</p> <p>3</p> <p>2</p> <p>2</p>	
<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate tact, diplomacy and honesty in dealing with sensitive and stressful issues relating to staff, members and the public. • Be self-motivated and show the ability to motivate other staff without creating a stressful environment. • Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others. • Demonstrate the ability to communicate effectively and positively with staff, public, contractors and Police etc whilst listening to the needs of these stakeholders. • Be able to access and communicate information through information technology. • Is receptive and adaptable to new ideas and is willing and able to deal with changing priorities and circumstances • Demonstrate financial management awareness in relation to project management. <p>Customer/Client Orientation</p> <ul style="list-style-type: none"> • Is constantly mindful of equality and diversity issues in providing services and seeks to avoid unwitting discrimination. • Seeks regular feedback from customers about services provided and uses this to recommend continuous improvements to services. • Monitor cost of projects against allocated budgets, ensuring cost effectiveness of projects. • Promotes and gives a positive image of both the Council and own service. 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>2</p> <p>3</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p>	
<p>Other job requirements:</p> <ul style="list-style-type: none"> • Relevant grade of membership of an appropriate professional Institute. • Be willing to receive further training as part of personal development. • Seek continuous improvement to methods of work and personal career improvement. • Ability to travel independently around the Borough and outside normal working hours. • Valid Driving License (Reasonable adjustment will be given for disabled applicants) or alternatively be prepared to travel on public transport. 	<p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p>	<p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p>	